



DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Senior Deputy Commissioner - 2 positions

Sacramento

Permanent - Fulltime

The Department of Real Estate has an opening for a Senior Deputy Commissioner in its Budget Review Section and one in its Subdivisions Technical Section. These positions are permanent, full-time. The Department is located at 2201 Broadway, Sacramento. **NOTE: Filling of the Subdivisions Technical Section position is subject to the signing of the Governor's Budget on July 1, 2006.**

Duties of the position in the Budget Review Section include:

- Act as leadperson in the Sacramento Budget Review section, as necessary. Assist in training staff, assigning Sacramento files and reviewing the work of others.
- Serve as technical specialist and expert in processing the most complex and unique subdivision budget filings.
- Independently analyze the financial viability of homeowner association budgets, complex financial agreements affecting homeowner associations and enforcement cases involving subdivisions.
- Prepare comprehensive reports, detailed deficiency correspondence, case analysis or formulated approval analysis.
- Analyze complex alternative assessment schemes relating to master associations.
- In person or by telephone, meet with developers, budget preparers, attorneys, licensees or other parties relating to projects.
- Conduct reviews on projects, complete independent and complex special projects, testify on behalf of the Department.
- Represent and speak for Budget Review at seminars, industry functions etc., assist in development of policies and procedures.

Duties of the position in the Subdivisions Technical Section include:

- Under general supervision, the incumbent in this position will perform duties relating to problem solving on a statewide basis.
- Process timeshare and undivided interest filings; update Master Management Documents; process Applications for Consent under B&P code 11018.7 as well as Notices of Intentions (Form 627) and other complex subdivisions offerings; handle sensitive in-state filings at the direction of the Program Manager or MDC III.
- Statewide problem solving when a question or conflict with policy arises; act as ombudsman for the Subdivisions program when written and telephone complaints are not resolved at the District office level and mediation and resolution are required, and seek legal advice as required.
- Plan and coordinate special projects including, but not limited to, task forces, seminars and industry meetings.

Required qualifications:

- Knowledge of California Real Estate Law and the Subdivided Lands Act.
- Ability to gather, analyze, interpret data and make sound decisions.
- Ability to identify/evaluate issues and apply appropriate DRE laws, rules, and regulations.
- Ability to write comprehensive reports which detail deficiencies and clearly affirm expectations.
- Ability to organize, prioritize, manage a varied workload, work under pressure and within mandated timeframes.
- Ability to cultivate effective working relationships with individuals within the Subdivision industry, other government officials and peers, with others at all levels within DRE and the ability to communicate effectively, both orally and in writing.
- Ability to function independently or as part of a team.
- Willingness to travel on short notice.

Desirable qualifications:

- Excellent attendance.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependability and reliability.
- Experience serving in a lead capacity.

Salary: \$4350 - \$5249

Who may apply: Current state employees at the Deputy Commissioner level, DRE employees with list eligibility, or those transferable to the class. **Priority consideration will be given to SROA/Surplus employees. Please provide a copy of your SROA/Surplus information letter with your application.**

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

For information on the positions contact:

Chris Neri, Assistant Commissioner, Subdivisions
Sacramento Subdivisions
(916) 227-0810 or CALNET 8-498-0810

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: JUNE 7, 2006

Applications may be obtained from the State Personnel Board website at www.spb.ca.gov

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.